Peachtree Accounting

Hardware Booklet

ATARI 800™, 800XL, 1200XL

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This booklet contains the machine-specific information necessary to run the Back to Basics Accounting System on the Atari 800, Atari 800XL and Atari 1200XL computers. You will learn how to load the system into your Atari, how to operate the system on the Atari and how to handle the operating features of the Atari version of the system.

The Back to Basics Accounting programs--General Ledger, Accounts Payable and Accounts Receivable--are completely self-contained. You do not need to know anything about Atari DOS to operate them. All data handling and disk formatting are handled automatically by the Back to Basics system.

The Computer Equipment You Will Need

To use the Back to Basics Accounting System on the Atari computer, you will need 64 kilobytes of internal memory (64K of RAM), two floppy-disk drives and a video monitor or television display. To print reports, you will need a 80-column printer and any required interface card.

The Supplies You Will Need

While using the system, you will require certain forms and other supplies periodically. Below are the suggested quantities for such supplies.

—Disks: A minimum of one per month per program used (General Ledger, Accounts Receivable or Accounts Payable). More disks will be required for backup copies of the data disks. We recommend that you keep on hand about three disks per program for each month.

—Printer paper: Depending on your reporting needs, you may require up to 200 sheets or more of paper a month. We recommend you start with a case of continuous-form paper

(usually 2,500 sheets) and then reorder paper as your need dictates.

—Special forms: Some preprinted forms are required for the programs. They are:

1. General Ledger: If you use the Check Print option, you will require preprinted checks. The quantity used will depend on the number of checks you print each month.

2. Accounts Payable: If you use the Check Print option, you will require preprinted checks. The quantity used will depend on the number of checks you print each month. If you use the Vendor Label Print option, you will need mailing labels.

3. Accounts Receivable: If you are using the Preprinted Statements option, you will require preprinted statements. The quantity used will depend on the number of statements you send each month to your customers. If you use the Customer Label Print option, you will need mailing labels.

General Procedures

COMMAND KEYS. The Back to Basics Accounting System uses several special keys, besides the usual letters and numbers, to give the system special commands. There are five functions used by the system:

RETURN: Press the RETURN key to tell the system that you have entered all the information required and you are ready to continue.

ESCAPE: Press the ESCAPE key to tell the system that you want to "escape" from entering information for this entry or

screen and want to back up to a prior field or screen.

?: Press the ? key to tell the system that you want to see what entries you are allowed to make for certain fields.

CONTROL A: Simultaneously press the CONTROL key and the A key to tell the system, in certain situations, that you want to go to the next customer or vendor.

CONTROL Z: Simultaneously press the CONTROL key and the Z key to tell the system, in certain situations, that you want to go to the prior customer or vendor.

SELECTING MENU OPTIONS. To access most of the system functions, you will tell the system what you want to do by making selections from a list, or "menu," of options that are displayed on the screen. There is a number in front of each option. To select an option, enter its number and press the RETURN key. To exit a menu and return to the prior menu, press the ESCAPE key or enter the appropriate option number and press the RETURN key. To exit the main menu, however, you must enter the option number and press the RETURN key.

ENTERING AMOUNTS. To enter a numerical amount when necessary, type in only the numbers and the decimal point, where necessary. Do not put in a dollar sign, commas or the characters + or -. In cases where it is necessary to specify a debit (+) or a credit (-), the system will ask you to specify "D" for "DR" (debit) or "C" for "CR" (credit) immediately before you are asked to enter the amount.

ENTERING DATES. Also, in many instances, you will need to enter a date. There are two types of date entries: one will show you the month, day and year and ask you to enter the day only; the other will ask you to enter the full month, day and year. In the second type, if you change the date that has been displayed (by changing the day, for example), you must also enter the year, even though it is the same as the year displayed. In either case, do not enter slashes between the month, day and year. Press the RETURN key when you are finished.

UPPER AND LOWER CASE. You may want to enter alphabetical information in upper and lower case. To switch between lower case and upper case, press the CAPS key.

CHANGING ENTERED DATA. After you have entered information on a screen, you may decide that you want to change some of the information. To change information on a screen with several lines or fields, press the ESCAPE key to back up to the line you want to change, then re-enter the information. To return to the line you were on without changing other lines that you have entered, press the RETURN key until you are at the line you want. If you decide that you don't want to enter anything for the screen, press the ESCAPE key until you reach the first field of the screen. Then press the ESCAPE key once more to return to the prior menu or screen.

DECIDING NOT TO SAVE THE DATA. At the end of each screen, the system will ask you if you want to record the data on your data disk. If, after reviewing what has been entered, you change your mind, enter "N" to the question "Record this information (Y/N)?" If you enter "Y" to the question, the system will record the new information to your data disk, writing over any old information there. Before you answer this question, the old information is still available on the data disk, and you can maintain it by entering "N."

Loading the System

In the process of installing the system, you will create a data disk. The system uses the data disk to store the information you have provided and the data you enter while processing your records. The first time you start up the system (or if you are setting up a new company), you will go through this process of creating the data disk. After you have created the disk, this process is automatically skipped by the system.

LOADING THE SYSTEM WITHOUT A DATA DISK. To load one of the Back to Basics programs into your computer without a data disk, turn the computer off and insert the program disk A in drive 1 with the label facing up. Leave drive 2 empty. Start up the system by turning on the computer while you press the OPTION key. You have to hold the OPTION key down until the message "Processing...please wait" appears on the screen.

The system will display the name of the program that you are loading and ask you to press the RETURN key to continue. After you have done so, it will ask you if you have created the data disk. Reply "N" to begin the process of creating the data

disk. If this is the first time you are using the system, you should go to the section titled "Startup Procedures" in this booklet.

LOADING THE SYSTEM WITH A DATA DISK. Turn the computer off and insert the program disk A in drive 1 and the data disk in drive 2. Turn the computer on while you press the OPTION key. You have to hold the OPTION key down until the message "Processing...please wait" appears on the screen.

The system will display the name of the program you are loading and ask you to press the RETURN key to continue.

If you chose to use the password protection feature when you initially created the data disk, the system will ask you to enter your password. Enter your password using upper-case (capital) letters. If you fail to enter the password correctly, the system will not let you continue processing.

After the system is loaded, it will ask you for the current date. Enter only the current day of the month. This date will be used as a starting date for the entries you make, although you can change it if you need to.

Startup Procedures

The startup procedures require you to describe your business and computer system to the Back to Basics program by answering the questions it asks. The explanations for the questions having to do with your business are found in the "Startup Procedures" section of the Reference Guide for the Back to Basics program you are using. Explanations for questions about your computer equipment are found in this booklet.

While the procedures for all of the programs are similar, there are some differences, so the startup procedures for each of the programs are explained separately. Refer to the startup procedures below for the program you are installing.

GENERAL LEDGER. Below are the questions asked during the General Ledger startup process. If the question refers to your business, refer to "Startup Procedures" in the General Ledger Reference Section of the Back to Basics Accounting Handbook. If the question is computer-related, it will be answered below as it appears.

Have you created your G/L Data Disk (Y/N)?

Enter "N" to tell the system that you have not.

Startup Date:

Refer to the Startup Procedures in the General Ledger Reference Guide of the Back to Basics Accounting Handbook.

Company ID:

Refer to the Startup Procedures in the General Ledger Reference Guide.

Password:

Enter your password (if you are going to use the password feature) in upper-case letters only. Refer to the Startup Procedures in the General Ledger Reference Guide for more information.

Use Cost of Sales Range (Y/N)?

Refer to the Startup Procedures in the General Ledger Reference Guide.

Use Standard Chart of Accounts (Y/N)?

Refer to the Startup Procedures in the General Ledger Reference Guide.

Record this information (Y/N)?

Enter "Y" to begin the process of creating the data disk. Enter "N" to go back and change or review your answers.

Create G/L Data Disk?

Label a disk as "General Ledger Data Disk" and insert the disk in drive 2. The system will erase and reformat the entire disk for storage, so do not use a disk that has existing data you want to keep. The system may detect this data (depending on how it was written) and, if it does, display the message "The disk in drive 2 is a system disk. Do you wish to use it anyway (Y/N)?" If you have inadvertently used a disk with data that you do not want destroyed, enter "N" and remove the disk; otherwise enter "Y."

After the system has stored the initial information you have given it on the data disk, it will ask you to insert program disk B into drive 1. When you have done this it will display the Startup Menu. Continue with the Startup Procedures as described in the General Ledger Reference Guide.

ACCOUNTS RECEIVABLE. Below are the questions asked during the Accounts Receivable startup process. If the question refers to your business, refer to "Startup Procedures" in the Accounts Receivable Reference Guide of the Back to Basics Accounting Handbook. If the question is computer-related, it will be answered below as it appears.

Have you created your A/R Data Disk (Y/N)?

Enter "N" to tell the system that you have not.

Integrate A/R with G/L (Y/N)?

Refer to the Startup Procedures in the Accounts Receivable Reference Guide. If you enter "Y" the system will retrieve the answers to the following two questions from your General Ledger data disk and will skip to the password entry section.

Startup Date:

Refer to the Startup Procedures in the Accounts Receivable Reference Guide.

Company ID:

Refer to the Startup Procedures in the Accounts Receivable Reference Guide.

Password:

Enter your password (if you are using the password option) in upper-case letters only. Refer to the Startup Procedures in the Accounts Receivable Reference Guide for more information.

Alphabetical or numeric ID (A/N)?

Refer to the Startup Procedures in the Accounts Receivable Reference Guide.

Record this information (Y/N)?

Enter "Y" to begin creating the data disk. Enter "N" to go back and change or review your answers.

Note: If you replied "Y" to the question "Integrate A/R with G/L (Y/N)?" you will be asked to remove your Accounts Receivable program disk from drive 1 and insert your General Ledger data disk in drive 1. The system will copy your company ID from the General Ledger data disk and will use the first day of the current General Ledger processing month as your Accounts Receivable startup date.

Create A/R Data Disk?

Label a disk "Accounts Receivable Data Disk" and insert it in drive 2. The system will erase and reformat the entire disk for storage, so do not use a disk that has existing data you want to keep. The system may detect this data (depending on how it was written) and, if so, display the message "The disk in drive 2 is a system disk. Do you wish to use it anyway (Y/N)?" If you have inadvertently used a disk with data that you do not want destroyed, enter "N" and remove the disk; otherwise reply "Y."

After the system has stored the initial information you have given it on the data disk, it will ask you to insert program disk B into drive 1. After you have done this it will display the Startup Menu. Continue with the Startup Procedures as described in the Accounts Receivable Reference Guide.

ACCOUNTS PAYABLE. Below are the questions asked during the Accounts Payable startup process. If the question refers to your business, refer to "Startup Procedures" in the Accounts Payable Reference Guide of the Back to Basics Accounting Handbook. If the question is computer-related, it will be answered below as it appears.

Have you created your A/P Data Disk (Y/N)?

Reply "N" to tell the system that you have not.

Integrate A/P with G/L (Y/N)?

Refer to the Startup Procedures in the Accounts Payable Reference Guide of the Back to Basics Accounting Handbook.

Note: If you reply "Y" the system will retrieve the answers to the next two questions from your General Ledger data disk and will skip to the password entry section.

Startup Date:

Refer to the Startup Procedures in the Accounts Payable Reference Guide.

Company ID:

Refer to the Startup Procedures in the Accounts Payable Reference Guide.

Password:

Enter your password (if you are using the password feature) in

upper-case letters only. Refer to the Startup Procedures in the Accounts Payable Reference Guide for more information.

Alphabetical or numeric ID (A/N)?

Refer to the Startup Procedures in the Accounts Payable Reference Guide.

Record this information (Y/N)?

Enter "Y" to begin creating the data disk. Enter "N" to go back and change or review your answers.

Note: If you replied "Y" to the question "Integrate A/P with G/L (Y/N)?" you will be asked to remove your Accounts Payable program disk from drive 1 and insert your General Ledger data disk in drive 1. The system will copy your company ID from the General Ledger data disk and will use the current General Ledger processing date as your Accounts Payable startup date.

Create A/P Data Disk?

Label a disk "Accounts Payable Data Disk" and insert it in drive 2. The system will erase and reformat the entire disk for storage, so do not use a disk that has existing data you want to keep. The system may detect this data (depending on how it was written), if so, display the message "The disk in drive 2 is a system disk. Do you wish to use it anyway (Y/N)?" If you have inadvertently used a disk with data that you do not want destroyed, enter "N" and remove the disk; otherwise reply "Y."

After the system has stored the initial information you have given it on the data disk, it will display the Startup Menu. Continue with the Startup Procedures as described in the Accounts Payable Reference Section of the Back to Basics Accounting Handbook.

Hardware Configuration: Printers

Printer requires a line feed (Y/N)?

The "line feed" is a special character sent by the computer to tell the printer that it has sent all of the information to be printed on a line and that the printer should move to the next line. Most printers will require this. If you are in doubt, enter "Y."

Test printer line feed (Y/N)?

After making sure your printer is connected and ready, you should reply "Y" to this question to ensure that the correct line feed choice was made. Using the line feed choice you selected, the system will print a few lines of information. If the printout is single-spaced, you have made the correct choice. If the printout is double-spaced or if it is all printed on one line (overprinted), then change your answer to the line feed question.

Caution: If you do not have a printer, or if your printer is not ready to print, do not select anything to be printed. Your system will "hang" until you make the printer ready. If you inadvertently select something to be printed and do not have a printer, you will have to reload the system.

Restarting with an Archive or Backup Data Disk

The data entered while processing the system is saved on a data disk and reused later as required. After a while you will accumulate a quantity of data that, if lost, would require a lot of time to re-enter. To minimize the time lost in the event of accidental damage to your data disk, the Back to Basics Accounting

System encourages you to make periodic backup copies of your data disk, and at month end the program requires it.

If your primary data disk is damaged, you can back up to the point at which you last made a backup copy of your data disk. To do this, load the system with the backup, or archive, data disk in drive 2. The system will recognize that this is a backup copy and ask you to verify that you want to use this backup copy as your primary data disk. This is done to prevent accidentally restarting with an old backup disk. If you are restarting, the system will then create a new backup (for protection in case this disk is damaged later) by asking you to place a blank disk in drive 1. After the system has finished copying your data to the new backup disk, you may resume processing. Remember, all the data entered since this backup copy was made must be re-entered.

Disk Capacities

Listed below are the approximate amounts of information that can be stored on the data disks for the three systems.

GENERAL LEDGER:

Maximum number of accounts in Chart of Accounts: 254.

Maximum number of checks: 1,500.

Approximate number of entries (to two accounts, with no Cash Sales entries) per month: 850.

Approximate number of entries (to two accounts, with 30 Cash Sales entries) per month: 760.

ACCOUNTS RECEIVABLE.

Maximum number of customers: 175.

Approximate number of invoices (two distributions): 560.

Approximate number of payments: 450.

ACCOUNTS PAYABLE:

Maximum accounts in A/P Chart of Accounts: 65.

Maximum number of vendors: 200.

* Approximate number of invoices (distributed to one account): 350.

* Approximate number of payments (distributed to two accounts): 110.

* The disk space is dynamically distributed. Actual capacities will depend on the ratios of account distributions and the number of vendors. Capacities given are with the maximum number of vendors on file.

Personal Computer Products

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